

1

Export Certification
Manual

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There are designated Contact Point Officers (CPO's) who are responsible for assisting line operations to ensure the credibility of EXCERPT and the quality of the export certificates. State and county cooperators also are involved in the program. Because of these reasons and the need to respond quickly to inquiries, there are established contacts for your questions, concerns, and suggestions relating to the inspection and certification of commodities, and issuance of export certificates. [Table 1-6-1](#) establishes the protocol to follow.

Protocol

TABLE 1-6-1: Contacts for Assistance on Export Certification

If you are a:	Your first contact is:	Your second contact is:	Your third contact is:
PPQ officer	Your immediate supervisor, SPHD, or PD	Contact point officer (CPO) ¹	Export Services (ES) ²
PPQ supervisor, State plant health director (SPHD), or Port Director (PD)	CPO ¹	ES ² /RPM ³	
County cooperator	State cooperator	CPO ¹	ES ²
State cooperator	State plant regulatory official	CPO ¹	ES ²
State plant regulatory official	CPO ¹	ES ²	
CPO	ES ² /RPM ³	Other CPO's	
Exporter, broker, grower, or other interested party	Nearest Authorized Certification Official (ACO)	CPO ¹	Other CPO's

1 To identify the CPO who serves you, refer to EXCERPT.

If you are using EXCERPT via dial-up, use the following procedures:

Log on to system

At Main Menu, choose 1, Export Summary Inquiry
Press [ENTER]

At Country Name, type "Export Information"
Press [ENTER] (system will go to Division Menu)

Choose 2, General Information
Press [ENTER]

Choose 2, CPO List
Press [ENTER]

Choose State desired
Press [ENTER]


If you are accessing EXCERPT via the World Wide Web, use the following procedures:

Log on to system

At the Main Menu, choose CPO List

Choose State desired

2 Export Services (ES), PPQ-APHIS-USDA, 4700 River Road, Unit 140, Riverdale, MD 20737
Telephone:(301) 734-8537

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- 3 Regional Program Manager (RPM), WR, PPQ-APHIS-USDA, Fort Collins, CO, Telephone:
970-494-2528

Regional Program Manager (RPM), ER, PPQ-APHIS-USDA, Raleigh, NC, Telephone:
919-716-5585

